

**USFSP COLLEGE OF BUSINESS** acknowledges that many cleaning products contain chemicals that pose a hazard to human health and the environment. **USFSP COLLEGE OF BUSINESS** is committed to reducing the negative impacts associated with the storage, handling, and use of cleaning chemicals through the implementation of a low environmental impact cleaning policy that includes the purchase and use of “green” cleaning products & equipment, proper storage and dilution procedures that limit or prevent contact with chemicals, the protection of vulnerable building occupants, improving hand hygiene, the training of janitorial staff, and continuous improvement.

The green cleaning policy adheres to the LEED for Existing Buildings Policy Model .The policy follows the outlined structure of **Scope, Performance Metric, Goals, Procedures & Strategies, Responsible Party, and Time Period**.

## **i. SCOPE**

The scope of the green cleaning policy includes cleaning activity throughout the entire project building and for the associated grounds.

It includes:

- (a) the purchase of sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in EBOM IEQ Credit 3.3;
- (b) the purchase of cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4;
- (c) the establishment of standard operating procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. It specifically addresses cleaning to protect vulnerable building occupants.
- (d) the development of strategies for promoting and improving hand hygiene, including both hand washing, and the use of alcohol-based waterless hand sanitizers.
- (e) the development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- (f) the development of requirements for staffing and training of maintenance personnel appropriate to the needs of the building. It addresses the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- (g) and the provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This scope applies to facility management and operations processes. It does not to building components, systems and materials. Permanent entryway systems would be one exception, but since roll-out mats are utilized they fall in the domain of facility management and operation.

## **ii. PERFORMANCE METRIC**

### **(a) Green Cleaning- Purchase of Sustainable Cleaning Products & Materials**

The **Cleaning Products Log (Appendix D)** will be used to record product purchases, and calculate compliance with the 30% minimum total annual purchases (by cost) meeting the standards outlined in EBOM credit IEQc3.3, outlined under procedures below.

### **(b) Green Cleaning- Sustainable Cleaning Equipment**

The **Housekeeping Equipment Log (Appendix E)** will be used to record existing products, and new product purchases, verifying compliance with the standards outlined in EBOM credit IEQc3.4, outlined under procedures below, and taking corrective action where needed.

### **(c) Standard Operating Procedure Effectiveness & Protection of Vulnerable Building Occupants**

The **Green Cleaning Survey (Appendix B)** and **Building Custodial Inspection Report (Appendix C)** will be used to document and measure occupant satisfaction with standard operating procedures, and vulnerable building occupant issues.

### **(d) Improving Hand Hygiene**

The **Green Cleaning Survey (Appendix B)** will be used to document and measure occupant satisfaction with hand hygiene program. Product comparison testing with occupant polling will be used to measure the effectiveness of alcohol-based waterless hand sanitizers.

### **(e) Cleaning Chemical Storage & Handling**

The **Cleaning Products Log (Appendix D)** will be used to record products being used, track procurement, and document/report hazardous spills. Records can then be compared over time to measure effectiveness.

### **(f) Maintenance Staffing & Training**

The **Building Custodial Inspection Report (Appendix C)** and **Training Recordkeeping Log (Appendix F)** will be used to document applicable activities. Records can then be compared over time to measure effectiveness.

### **(g) Continuous Improvement**

Product comparison testing, with occupant polling, will be used to measure the effectiveness of new products/technologies being considered. The review of the **Green Cleaning Survey (Appendix B)**, **Building Custodial Inspection Report (Appendix C)**, **Cleaning Products Log (Appendix D)**, **Housekeeping Equipment Log (Appendix E)**, and **Training Recordkeeping Log (Appendix F)** are effective means of measuring performance over time for equipment procurement, housekeeping, maintenance training, chemical cleaning storage, and hazardous spill reporting.

### **iii. GOALS**

#### **(a) Green Cleaning- Purchase of Sustainable Cleaning Products & Materials**

The goal is to maintain the procurement of 30% sustainable cleaning, hard floor, and carpet care products annually.

#### **(b) Green Cleaning- Sustainable Cleaning Equipment**

The goal is to maintain the procurement of 100% sustainable cleaning equipment annually.

#### **(c) Standard Operating Procedure Effectiveness & Protection of Vulnerable Building Occupants**

The goals are:

- to implement, manage, and audit the cleaning, hard floor, and carpet maintenance system standard operating procedures (SOPs);
- and to protect vulnerable building occupants using the occupant feedback and standard operating procedure tools.

#### **(d) Improving Hand Hygiene**

The goal is to improve hand hygiene through the continuous improvement process (product testing/evaluation/implementation), efficient housekeeping (keeping dispensers fully stocked), and providing employee education.

#### **(e) Cleaning Chemical Storage & Handling**

The goal is to implement the Cleaning Chemical guidelines for safe handling, storage, hazardous spill/mishandling management.

#### **(f) Maintenance Staffing & Training**

The goal is to staff maintenance positions, and provide training. Training includes hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.


#### **(g) Continuous Improvement**

The goal is to review occupant feedback, and evaluate new technologies/ procedures/ processes once per year, make recommendations to Owner, and implement Owner approved changes within 90 days.

## iv. PROCEDURES & STRATEGIES

### (a) Green Cleaning- Purchase of Sustainable Cleaning Products & Materials

30% of the total annual purchases of the cleaning, hard floor, and cleaning products (by cost) must meet at least 1 of the following sustainability criteria:

- The cleaning products meet 1 or more of the following standards for the appropriate category:
  - **Green Seal GS-37**, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
  - Environmental Choice CCD-110, for cleaning and degreasing compounds. 
  - **UL 2792** Biologically-based Cleaning & Degreasing Compounds
  - Environmental Choice CCD-146, for hard surface cleaners.
  - **UL 2759** Hard surface Cleaners
  - Environmental Choice CCD-148, for carpet and upholstery care.
  - UL 2795 Carpet and Upholstery Cleaners
- Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:
  - **Green Seal GS-40**, for industrial and institutional floor care products.
  - Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
  - UL 2798 Biological Digestion Additives for Cleaning & Odor Control
  - Environmental Choice CCD-113, for drain or grease traps additives.
  - UL 2791 Drain/Grease Trap Additives-Alternative
  - Environmental Choice CCD-115, for odor control additives.
  - UL 2796 Odor Control Additives
  - Environmental Choice CCD-147, for hard floor care.
  - UL 2777 Hard Floor Care Products
  - California Code of Regulations maximum allowable VOC levels for the specific product category.
- Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:
  - Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
  - **Green Seal GS-09**, for paper towels and napkins.
  - **Green Seal GS-01**, for tissue paper.
  - Environmental Choice CCD-082, for toilet tissue.
  - Environmental Choice CCD-086, for hand towels.
  - UL 175 Sanitary Paper Products
  - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- Hand soaps meet 1 or more of the following standards:
  - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
  - **Green Seal GS-41**, for industrial and institutional hand cleaners.
  - Environmental Choice CCD-104, for hand cleaners and hand soaps.
  - UL 2784 Hand Cleaners

Procurement data shall be recorded in **Appendix D- Cleaning Products Log**.

**CLEANING PRODUCTS**

Cleaning products and materials can present health and environmental concerns. These products may contain chemicals associated with eye, skin, or respiratory irritation, or other human health issues. Concentrated forms of some commercial cleaning products are classified as hazardous, creating potential handling, storage, and disposal issues for users.

**DISPOSABLE JANITORIAL PAPER PRODUCTS**

Disposable janitorial paper products and plastic trash bags (if used) will meet the minimum requirements of the **U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines** (see table below). In addition, all bathroom tissue and paper towels purchased will contain no added pigments, inks, dyes or fragrances, and should be unbleached. Material packaging for all janitorial materials will be environmentally friendly. Products packaged in outer

Product	Post Consumer Content (%)	Recovered Content (%)
Bathroom Tissue	20-60	20-100
Paper Towels	40-60	40-100
Paper Napkins	30-60	30-100
Facial Tissue	10-15	10-100
General Purpose Industrial Wipers	40	40-100
Plastic Trash Bags	10-100	10-100

cartons that are inappropriately sized and that contain excessive inner packaging materials will be avoided. Packaging selected will have minimum impact: made of recycled and recyclable materials; imprinted with safe inks; and contain no toxic metals, dyes, inks, or fragrances.

(Note: The use of recycled paper is not a requirement. However, the use of these products should be considered because of the environmental benefits.)

All materials purchased will meet the following criteria.

*Source: U.S. Environmental Protection Agency 2007 Comprehensive Procurement Guidelines.*

*Note: The content levels should be read as “X% recovered content fiber, including Y% post-consumer content fiber and not as “X% recovered content fiber, plus Y% post-consumer content fiber.”*

**HAND SOAPS**

Conventional hand cleaners may contain unnecessary antimicrobial ingredients and/or ingredients that irritate the skin, be wastefully packaged, and can negatively impact indoor air quality, water ways, and aquatic ecosystems. To reduce the environmental impacts from using traditional hand soaps, we will purchase hand soaps that:

- o Perform as well or better than conventional hand cleaners;
- o Are biodegradable and have limited toxicity to aquatic life;
- o Are packaged in recyclable packaging, ideally incorporating recycled content;
- o Have eliminated ingredients considered likely to negatively impact health and the environment (i.e., do not contain antimicrobial agents).

**(b) Green Cleaning- Sustainable Cleaning Equipment**

Janitorial equipment used in the building must effectively reduce building contaminants while having minimal environmental impacts. *USFSP COLLEGE OF BUSINESS* recognizes the opportunities to reduce the environmental impact from our operations by using equipment that is designed for efficiency. Cost evaluations must consider not only the initial purchase price, but also the total cost of operation and anticipated useful life of the equipment to realize the best value from our equipment investments.

When purchasing new equipment, *USFSP COLLEGE OF BUSINESS* will follow the criteria provided below.

The cleaning equipment is required to comply with the criteria outlined below.

- Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Procurement data shall be recorded in **Appendix E- Housekeeping Equipment Log**.

### **(c) Standard Operating Procedure Effectiveness & Protection of Vulnerable Building Occupants**

#### **Basic Cleaning Quick Reference Guide**

Refer to **Appendix A- Basic Cleaning Quick Reference Guide**. This document provides the standard operating procedures.

#### **Building Custodial Inspection Report**

A **Building Custodial Inspection Report** (see **Appendix C**) is provided as a means of monitoring the condition of spaces, to target corrective measures, and continuous improvement.

#### **Protection of Vulnerable Building Occupants**

Vulnerable building occupants include pregnant women, children, the elderly, and highly sensitive individuals with asthma, allergies, etc.. The **Green Cleaning Survey- Appendix B** will be used to identify vulnerable building occupants, and areas of concern.

To protect these vulnerable populations routine cleaning shall be performed outside regular business hours. Cleaning products shall be minimized, and restricted to be low/no VOC where vulnerable populations have been identified. Ensure sufficient ventilation is provided where cleaning chemicals are used. Where revising the cleaning schedule or changing cleaning products is not effective, it may be necessary to reconfigure or relocate a person’s work space.

### **(d) Improving Hand Hygiene**

**USFSP COLLEGE OF BUSINESS** supports the use of antimicrobial soap, alcohol based hand rubs, and gloves as an effective strategy to maintaining clean hands. Antimicrobial soaps will be made available next to each lavatory, hand wash fountain, and kitchen sink. Alcohol based hand rubs will be placed in restrooms, break rooms, conference rooms, janitor’s closet, and in centralized work area locations. Clean gloves in a variety of sizes will be placed in the Janitor’s Closet.

Informational signage will be placed in restrooms and break rooms describing the proper use of antimicrobial soaps and alcohol based hand rubs. Assign custodian responsibility of checking/refilling hand rub and glove dispensers.

Conduct a trial two or three alcohol based hand rub products to determine which ones are most acceptable to staff before selecting the product to be used. It is also important to evaluate the design and function of dispensers before selecting a product for use. Obtain input from staff about the best locations for installing alcohol-based hand hygiene product dispensers.

**(e) Cleaning Chemical Storage & Handling**

**Implementation**

All cleaning chemicals, to the extent possible, will be purchased in concentrated form. Bottled concentrates will be stored within locked steel cabinets. The Maintenance Supervisor is the only employee with keys to the storage cabinet.

Containers of diluted cleaning products will be returned to the janitorial closet when not being used. Janitorial closets will remain locked when not in use.

**Tracking and Reporting**

The Maintenance Supervisor is responsible for ensuring that all cleaning chemicals are properly stored in either the locked cabinets or locked janitorial closets.

**General Guidelines**

- 1) Obtain all tools, supplies, and cleaning solutions needed for each task from janitorial closet before beginning each cleaning task.
- 2) Restock janitorial closets at the end of each work week with appropriate supplies located in locked cabinets (see Maintenance Supervisor for keys).
- 3) Proper gloves and safety glasses must be worn when using cleaning solutions.
- 4) Gloves also must be worn when handling trash.
- 5) Microfiber cloths and pads will be sent out weekly for laundering and stored in clean and dirty storage bins, as appropriate.

**Approved Tools and Materials**

Cleaning Products	Tools	Tools
ABC Cleaner	Autoscrubber	Microfiber cloths
	Burnisher with vacuum attachment	Microfiber dusting wand
Janitorial Products	Vacuum cleaner bags	Microfiber dust mop and handle
Bathroom tissue	Upright vacuum cleaner with upholstery brush, and crevice tool	Microfiber wet pad, handle, and frame
Multifold paper towels	Rubber gauntlet gloves	Microfiber pad bucket with wringer
Roll paper towels	Nitrile gloves	Cotton mop
Large trash can liner	Trash can liner	Standard mop bucket with wringer
Small trash can liner	Paper sack	Bowl brush with holder
	Upright broom and dust pan	Wet floor signs



## (f) Maintenance Staffing & Training

### Record Keeping

**USFSP COLLEGE OF BUSINESS** will maintain records on all cleaning chemicals and janitorial products purchased and stored within the building. A copy of the Material Safety Data Sheets (MSDSs) on all cleaning chemicals will be maintained in the Manager’s office. A list of the current cleaning products including cleaning chemicals and janitorial products used by **USFSP COLLEGE OF BUSINESS** is provided in **Appendix D- Cleaning Products Log** along with copies of the MSDSs. A log will be kept of all powered housekeeping equipment and associated documents including the date of equipment purchase, all repair and maintenance activities, and vendor “cut-sheets” for each type of equipment. A copy of the housekeeping equipment log is provided in **Appendix E- Housekeeping Equipment Log**. A training log will be maintained for all janitorial and maintenance staff members that have access to or handle cleaning chemicals and powered cleaning equipment. A copy of the training log is provided in **Appendix F – Training Recordkeeping Log**.

### Training

All maintenance and/or janitorial personnel that have access to or handle cleaning chemicals will be trained in their proper use, disposal, and recycling, by either vendor personnel or in-house staff who have received vendor training.

## (g) Continuous Improvement



In order to provide continuous improvement in the building’s green cleaning services, **USFSP COLLEGE OF BUSINESS** will annually review the **Green Seal, UL, and Environmental Choice** standards for newly approved products. **Where new products are introduced they will be selected from the Green Seal, UL, or Environmental Choice approved products.**

The **LEED EBOM IEQp1.3 Green Cleaning Survey** will be used to monitor performance, and used as an indicator when corrective action is needed. Refer to **Appendix B** for the **Green Cleaning Survey**.

## v. RESPONSIBLE PARTY

The Maintenance Supervisor is responsible for:

- A) ensuring that all maintenance staff adhere to the requirements of this policy;
- B) and reporting any corrective actions taken during the year to the Building Manager.

## vi. TIME PERIOD

This policy is in place and will continue indefinitely. The policy will be reviewed annually.

## **APPENDIX LIST**

A- BASIC CLEANING QUICK REFERENCE GUIDE

B- GREEN CLEANING SURVEY

C- BUILDING CUSTODIAL INSPECTION REPORT

D- CLEANING PRODUCTS LOG

E- HOUSEKEEPING EQUIPMENT LOG

F- TRAINING RECORDKEEPING LOG

## APPENDIX A- Basic Cleaning Quick Reference Guide

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This reference guide is intended as a resource for the building owner, staff, and custodial personnel.

### SOURCES OF SOIL

**Soil** is defined as any substance, solid or liquid, that is present in a place where it is not wanted. Using this definition, a facility's main sources of soil are:

**Tracked-in Soil**— Usually small and oily particles of silica (sand).

**Airborne Soil**—These are small particles of dust, droplets of oils, auto exhaust, pollen, and human dander. Air conditioning and heating systems can carry airborne soil throughout a facility. Using the approved vacuum cleaners is one way to reduce the amount of airborne soil in a building.

**Spills**—Spills on carpeting and hard surfaces are usually noticeable and occupants should report them in a timely manner. In most cases, custodians can clean these spills easily if they are immediately notified. However, unreported spills are harder or impossible to clean later.

### SOIL PH

By knowing the pH of a soil, custodians are better able to match the right cleaning product for its removal. A pH less than 7 is acidic, and a pH greater than 7 is alkaline; the pH of most soils ranges between 3 and 9 (weak acids to weak alkalines).

**Examples of Acidic Soils:** mixtures of organic matter, oils, dust, and dirt.

**Examples of Alkaline Soils:** mixtures of organic matter with mineral deposits (scale), rust, and urine.

### SELECTING CLEANERS BASED ON SOIL PH

1. Select detergents/cleaners with the opposite pH of the soil being cleaned (acid cleaner with alkaline soils, and alkaline cleaner with acidic soils. The pH of cleaners can be found on the product's Material Safety Data Sheet (MSDS).
2. With only two types of soil, you may only need two types of cleaners—an acid cleaner and an alkaline cleaner. This reduces the number of products needed in inventory.
3. However, always check the manufacturer's recommendations for cleaner use before applying any cleaning solutions to a surface. Certain floor types require specific type cleaners and failure to follow the recommendations may void their warranty.
4. For soils mixed with oils and grease, make sure the cleaning product contains emulsifiers, which help remove the oil and grease from surfaces.
5. If you're not sure of a soil's pH, use an alkaline cleaner first. If the soil is not removed, try an acidic cleaner. Make sure to rinse and dry the surface between cleaning attempts.

# APPENDIX A- Basic Cleaning Quick Reference Guide

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## KEY AREAS THAT DEFINE LEVELS OF CLEAN

Custodians should be familiar with the four (4) key areas used in defining cleaning levels, and know the level of clean expected for each area. The four (4) key areas are:

1. Floors, corners and base molding;
2. Vertical and horizontal surfaces - counters and ledges;
3. Washroom and shower fixtures, tile, light fixtures; and
4. Trash containers and pencil sharpeners.

By knowing the level of clean requirements, custodians are better able to focus on meeting them by adjusting their work activities.

## ENTRYWAYS

- Poorly equipped and maintained entryways allow soil to enter a building, which requires additional work to remove.

## BASIC WORKER SAFETY

- Be aware of chemicals present and used in your work place;
- Make sure all containers are properly labeled and tightly secured;
- Never mix chemicals unless it is directed by the product manufacturer;
- Know how to read and understand the MSDS of every product you use;
- Read and understand your facility's written Hazard Communication Plan;
- Always wear the appropriate personnel protective equipment (PPE) for handling chemicals;
- Use an automated chemical dispenser/dilution system whenever possible to create accurate dilutions and reduce chemical contact;
- Only operate equipment you have been trained to use;
- Follow the manufacturer's recommendations for the operation and use of equipment and chemicals;
- And maintain equipment in good working order.

## MICROORGANISMS

- Living things that are too small to be seen by the naked human eye.
- Most familiar types are bacteria, fungi (such as mold), and viruses.
- They are everywhere and are naturally present on and in the human body.
- The vast majority is not harmful to humans and some actually serve beneficial functions.

## APPENDIX A- Basic Cleaning Quick Reference Guide

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### HAND HYGIENE- REDUCING BACTERIAL AND VIRAL INFECTIONS-

- Most common infections, like colds, flu or simple skin infections are spread by direct person-to-person contact or contact with microorganisms in droplets created by coughing or sneezing.
- People may also become infected by touching a contaminated surface and then touching their mouth, nose or open wound.
- Microorganisms may live for hours or days on building surfaces where they can contribute to the spread of disease as surfaces are touched.
- Proper hand hygiene can help control the spread of many common infections. Hands should be washed with soap and warm water for at least 20 seconds.
- Alcohol based hand rubs have been found to be more effective than antimicrobial soap at reducing the quantity of bacteria and viruses on hands
- Wash hands with plain soap or with antimicrobial soap and water when hands are visibly dirty or contaminated, before eating, drinking, and smoking, and after using the bathroom, touching high-hand contact surfaces (door knobs, railings, etc.), returning to your office/home, blowing your nose, assisting an ill person, between cleaning tasks and after handling chemicals.
- If hands are not visibly soiled, use an alcohol-based hand rub for routinely decontaminating hands, or after removing gloves. Thoroughly wipe hands on a clean cloth or paper towel before applying alcohol-based hand rub.
- Always ensure proper supervision of young children using alcohol-based hand rub.
- When coughing or sneezing, cover your mouth and nose with a tissue, or cough/sneeze into your upper arm if you don't have a tissue. Properly dispose of used tissues immediately after use.
- Custodians should be aware that their hands can become contaminated from small holes/tears in gloves so it is essential to wash hands or use alcohol-based hand rub after removing protective gloves!

When washing hands with plain or antimicrobial soap,

- wet hands first with water (avoid HOT water)
- apply 3 to 5 ml of soap to hands
- rub hands together for at least 15 seconds
- cover all surfaces of the hands and fingers
- rinse hands with water and dry thoroughly
- use paper towel to turn off water faucet, if the faucet isn't equipped with a sensor.

When using alcohol based hand rubs,

- Apply 1.5 to 3 ml of an alcohol gel or rinse to the palm of one hand, and rub hands together
- Cover all surfaces of your hands and fingers
- Include areas around/under fingernails
- Continue rubbing hands together until alcohol dries

If you have applied a sufficient amount of alcohol hand rub, it should take at least 10 -15 seconds of rubbing before your hands feel dry

- If after cleaning your hands 5 to 10 times with an alcohol-based hand rub, you feel a "build-up" of emollients on your hands, wash your hands with soap and water.
- If you clean your hands with an alcohol-based hand rub before putting on gloves, make sure the alcohol has dried completely before putting on gloves.

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## **METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA) PRECAUTIONS**

- Practice good hand hygiene and skin care.
- Keep cuts and wounds clean and covered with a bandage until healed.
- Avoid contact with other individuals' cuts, wounds and used bandages.
- Do not share personal hygiene items like towels or razors.

## **DISINFECTANTS/SANITIZERS**

- Disinfectants and sanitizers are not considered cleaners so they are not on the approved product list.
- Only bathroom cleaners that claim disinfectant properties are permitted.
- Disinfectant and sanitizer products must be registered with the United States Environmental Protection Agency (EPA).
- Follow proper safety precautions provided on the product labels when applying disinfectants/sanitizers to surfaces.
- Cleaning is a necessary first step to sanitizing or disinfecting surfaces since soils reduce or even eliminate their effectiveness.
- In most cases, simply washing surfaces with a general purpose cleaner and water is adequate to reduce the levels of microorganisms - disinfection may not be required.
- However, the use of disinfectants and sanitizers in certain areas (e.g. food service areas) and other circumstances (e.g. disease outbreaks) may be required or recommended by health and other laws, regulations or guidelines.
- Disinfected surfaces become re-contaminated quickly by airborne soils or during use.
- Disinfectants and sanitizers kill or otherwise adversely affect/harm living organisms, which can include people.

## **COLD WATER-FORMULATED CLEANERS**

- Cold water-formulated cleaners are as effective as hot water cleaners;
- Hot water melts and spreads oils, fats, and petroleum products that do not dissolve in water resulting in residue left behind that speeds up the collection of new soil;
- Hot water cools quickly after contact with surfaces causing the melted soil to reattach to the cold surface; and
- Hot water wastes energy resources and can cause burns.

## **GENERAL CLEANING RULES TO FOLLOW**

- Clean areas starting with surfaces near the ceiling (higher) and working toward the floor (lower). For example, clean upper shelves and then lower shelves.
- Perform dry-dusting or mopping before wet procedures.
- Start cleaning the floor at the furthest corner of the room and work towards the exit.
- Clean first, then disinfect or sanitize only if necessary.

Always follow the manufacturer's recommendations for product use!

# APPENDIX A- Basic Cleaning Quick Reference Guide

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## **BASIC CLEANING METHODS/PRACTICES**

Below are key routine cleaning methods and practices used by custodians. Detailed step-by-step cleaning procedures are described in cleaning and maintenance training manual.

### **DUSTING**

- Dry-dust surfaces using microfiber dusters or cloths to remove dust buildup before cleaning with liquids.
- Dust from higher levels to lower levels to prevent airborne dust from falling on already cleaned surfaces.

### **WIPING**

- Use the “Spray and Wipe” method (spray cleaning solution on the soiled surface and then wipe clean) for cleaning visible soils found on mirrors, toilets, and urinals.
- Use the “Damp Wipe” method (dampen the cloth with cleaning solution and then wipe surface clean) for surfaces requiring more controlled application of cleaner such as on paper towel dispensers and stainless steel appliances.

### **DUST-MOPPING WITH MICROFIBER PRODUCTS**

- A microfiber dust mop traps soil and creates less airborne particles than a standard mop.
- Always select the appropriate-sized microfiber mop head for the space being cleaned.
- Replace the microfiber dust mop pad when it becomes too dirty to pick up more soil.
- Clean dust mop heads outside and away from open windows and doors. Cleaning dust mops inside will release dust back into the air.
- Dust-mopping removes surface soil in preparation for wet/damp-mopping or auto-scrubbing.

### **WET/DAMP-MOPPING WITH MICROFIBER PRODUCTS**

- Always dust-mop an area prior to wet/damp-mopping to gather and remove loose soil and debris.
- When wet/damp mopping, start at the furthest location of the room and work towards the exit.
- Clean along baseboards first to reduce splatter and then mop the rest of the floor.
- Never place dirty microfiber mop heads back into the cleaning solution; replace them with a clean wet/damp mop head.
- For traditional mopping using microfiber string mop heads, replace the cleaning solution with fresh solution when the cleaning solution becomes dirty.
- Auto-Scrubbing Floors- Use an auto-scrubber to clean large floor areas quickly and effectively.
- Select the right brushes or pads for the cleaning job.
- Wet/damp-mop tight areas that the auto scrubber cannot reach, and then use a handheld squeegee to pull the water into the path of the auto scrubber.
- Make sure the equipment is in good working order and leaves no streaks.

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### VACUUMING

- Vacuuming is the most important and cost-efficient part of carpet maintenance!
- Vacuums should be properly maintained.
- HEPA filters and vacuum bags should be replaced according to the manufacturer's recommendations. For some manufacturers, vacuum bags may need to be replaced when they become half full to maintain adequate performance.
- High traffic areas require thorough vacuuming to raise the carpet nap and remove dirt. Give the suction action of the vacuum enough time to remove the dirt.
- If possible, replace outdated vacuums with the approved vacuum cleaners with HEPA filters.
- Use Green Label certified vacuums designed for carpets when carpet cleaning.
- Make sure backpack vacuums are properly adjusted before use to protect against injury



## APPENDIX B -Green Cleaning Survey

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### INSTRUCTIONS

This survey shall be distributed to building occupants and custodians annually, in an effort to obtain occupant feedback and continuous improvement in the evaluation of new technologies, procedures, and processes in green cleaning .

### SURVEY PARTICIPANT

Which of the following titles best describes your relationship to the building cleaning process?

- Building Owner/Manager     Employee Working in Building     Custodian

### CLEANING CHEMICALS USED

- When does cleaning chemical use occur?     During Office Hours     After Hours
- Do the cleaning chemicals used leave a perceptible fumes/odor?     Yes     No
- Is your health negatively affected by cleaning chemicals currently in use?     Yes     No
- Are you currently experiencing any of the following symptoms while at work?  
 Upper Respiratory Tract Irritation (coughing, sneezing, etc.)  
 Mucosal Membrane Irritation (eyes, nose, etc.)  
 Sinus Irritation (persistant infection, headaches, post nasal drip, etc.)  
 Skin Irritation  
 Headaches, lack of concentration
- Do the cleaning chemicals used appear to effectively clean the plumbing fixtures, casework, and door handles?  
 Yes     No
- What is the frequency of cleaning chemical use?  
 Annual     Monthly     Biweekly     Weekly     Daily
- Is the frequency of cleaning chemical use adequate?     Yes     No
- Plumbing fixtures, casework, and door handles need to be cleaned:  
 More Frequently     Less Frequently     No Change Needed
- Any additional comments or recommendations concerning the cleaning chemicals currently being used?

## APPENDIX B -Green Cleaning Survey

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### Hand Cleaning Products Used

1. Are the restroom lavatories equipped with antimicrobial soap for handwashing?  
 Yes    No    Sometimes
2. Are the kitchen sinks within staff break rooms equipped with antimicrobial soap for handwashing?  
 Yes    No    Sometimes
3. Are the staff break rooms equipped with the alcohol-based waterless hand sanitizers?  
 Yes    No    Sometimes
4. Is alcohol-based waterless hand sanitizers provided in the Janitor's Closet for custodial staff personal use?  
 Yes    No    Sometimes
5. Do you experience skin irritation after using the antimicrobial soap provided?  
 Yes    No    Sometimes    NA
6. Do you experience skin irritation after using alcohol-based waterless hand sanitizers provided?  
 Yes    No    Sometimes    NA
7. Any additional comments or recommendations concerning the hand cleaning products currently being used?

## APPENDIX B -Green Cleaning Survey

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### Disposable Janitorial Paper Products Used

1. Are the restrooms equipped with toilet paper?  
 Yes    No    Sometimes
  
2. How is hand drying handled at restrooms?  
 Paper Towels    Electric Hand Dryer    Neither
  
3. Where a restroom paper towel dispenser is provided, are paper towels readily available?  
 Yes    No    Sometimes
  
4. Are waste containers emptied regularly in restrooms, to avoid an overflow situation?  
 Yes    No    Sometimes
  
5. Are paper towel provided near the breakroom kitchen sink?  
 Yes    No    Sometimes
  
6. Are waste containers emptied regularly in breakrooms, to avoid an overflow situation?  
 Yes    No    Sometimes
  
7. Are the female restrooms equipped with a sanitary napkin disposal?  
 Yes    No
  
8. Are sanitary napkin disposals emptied regularly, to avoid an overflow situation?  
 Yes    No    Sometimes
  
8. Any additional comments or recommendations concerning the janitorial paper products currently being used, or their disposal?

## APPENDIX B -Green Cleaning Survey

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### Cleaning Equipment Used- Vacuum Cleaners

10. When does vacuuming occur?  
 During Office Hours    After Hours
11. Does the noise generated by vacuuming interfere with the performance of your job?  
 Yes                       No
12. Does the vacuum cleaner used appear to effectively clean the carpeting?  
 Yes                       No
13. Is the vacuum Green Label certified?  
 Yes                       No
14. Does the vacuum have a HEPA filter?  
 Yes                       No
15. What is the frequency of the vacuuming?  
 Annual    Monthly    Biweekly    Weekly    Daily
16. Is the frequency of vacuuming adequate?  
 Yes                       No
17. Needs to be vacuumed:  
 More Frequently    Less Frequently    No Change Needed

## APPENDIX B -Green Cleaning Survey

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### Cleaning Equipment Used- Mops

1. When does mopping occur?  
 During Office Hours    After Hours
  
2. Does the smell generated by mopping interfere with the performance of your job?  
 Yes                       No
  
3. Do the mops used appear to effectively clean the hard floor surfaces?  
  
 Yes         No
  
4. Are the mops microfiber?  
 Yes                       No                       Unknown
  
5. What is the frequency of the mopping?  
 Annual         Monthly         Biweekly         Weekly         Daily
  
6. Is the frequency of mopping adequate?  
 Yes                       No
  
7. Needs to be mopped:  
 More Frequently         Less Frequently         No Change Required

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Thank you for participating in this Survey!

## APPENDIX C- Building/Custodial Inspection Report

Building: \_\_\_\_\_ Inspection Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_ Room #: \_\_\_\_\_ Specific Area Location: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check ( ) column of applicable condition:					
Condition:	Excellent	Good	Fair	Poor	
Exterior					
Entrance					
Offices					
Halls and corridors					
Walls					
Ceilings					
Lighting					
Air conditioning/heating vents					
Restrooms					
Custodial closets					
Were observed procedures conducted in accordance with defined cleaning procedures of the Program? Y/N				Y	N
If answered no, identify individual (s) and list procedures not followed:					
Individual	Procedure Recommended	Corrective Action			

## APPENDIX C- Building/Custodial Inspection Report

Comments







